

Call to order

- Citizens Care Board Chair Patricia Scott-Badeker called the meeting to order at 10:05 am.

Board Members present

- Wendall Baxter, Heather Cantos (for Jacob Bennett), Shobita DuBois, Carol Lienhard, Patricia Scott-Badeker, Rodney Swam, Cathy Vincenti, Andrew Young, and Kim Zavrotny. John Corrieri, Jr was absent.
- It was determined that a quorum was present.

Staff present

- Ed Walter - Administrator, Cassie Evering – Director of Nursing, Keith Streett - Business Operations.

Guests present

- Alysson Krchnavy, CFP from Edward Jones Investments.

Approval of Minutes

- The minutes from January 23rd, 2025 were approved.

Nursing Report – Cassie Evering

- Covid Outbreak status: Still in outbreak status, but no positive results in 2 weeks. Just waiting for County approval.
- GI Outbreak: 10 residents and several employees have met the definition; they are isolated to one unit. This does potentially disrupt admissions, but just to that unit.
- Hospitals are still overwhelmed with Covid, Flu, and GI cases.
- Vaccine Clinic: in partnership with Giant Pharmacies, a vaccine clinic will take place on March 11th, 10am – 2pm to update any vaccines.
- Students: HCC students are onsite doing clinicals, partnering with UMMS PAC to implement CFH/Heart failure classes.
- Staffing: 2 nurses on medical leave with no return date. Vacancies and agency use still in effect.

Administrator's Report – Ed Walter

- Census:
 - The average daily census for January was 116.
 - There were 26 admissions, 7 discharges, and 2 deaths.
- Outreach:
 - Marketing visits to all 4 Harford County senior centers and Union Hospital Wound Clinic.
 - Weekly visits to UCMC and Union Hospital.
 - Participated in GAIN meeting and UMMS PAC quarterly meeting.
 - Attended Monthly GAIN meeting.
- Insurance: application filed with Humana.
- Human Resources:
 - There were 2 new hires and 3 departures.
 - Facility turnover rate: 1.7%.

- Continuing to pursue options for skills tests for GNA interns. As of now, 3 are signed up for a date in April in Frederick County. Citizens applied to be a test site and should hear back in 4-6 weeks.
- Losses/Concerns:
 - 2 injuries investigated, both resolved with correlation and no concern for further investigation.
 - 7 loss/breakages, all resolved. 4 items were found, 2 were replaced by facility, 1 unsubstantiated.

Financial Report – Keith Streett

- Occupancy rate: 81.6%.
- Increase in nursing hours is a good sign that there is more employee and less agency use.
- Budget vs. actual:
 - Increase in Nursing Department due to prescription costs, especially IV antibiotics; and health care insurance coverage due to an employee's surgery (all other months have been under budget so the YTD is on track).
 - Increase in Administrative costs due to contractor costs for audits and billing.
 - Net gain overall.

Old Business

- Riverwalk Refresh Update:
 - Continuing to work with Harford County on scope of work and budget. Some work has begun.

New Business

- Empower Retirement Accounts
 - Presentation by Alysson Krchnavy
 - Citizens Care does not participate in employee match, so there is no recruitment/retention incentive. There are current employees who have expressed interest if a match is implemented. Out of 190 employees, 20 participate.
 - There was discussion about what other organizations are doing, what the national averages are, and if our pay rate makes up for this discrepancy.
 - Nationally 6% is common – 3% dollar/dollar and additional at \$.50 per dollar.
 - County competitors are at 4% dollar/dollar up to 6% at \$.50/dollar, and 3% dollar/dollar looking to increase.
 - Wages are generally in the top 1/3 for clinical employees and bottom 1/3 for non-clinical.
 - There would be a one-time fee of about \$400 to amend the plan, but no additional costs for 3rd party administrator.
 - The board will discuss this over the next few months. Mr. Walter will do an employee survey and Mr. Streett will calculate the maximum costs and sustainability.
- Board Member Availability
 - There was discussion about a Board Member who has attended 3 meetings out of the last 10 due to health issues.
 - As this is against the Board's Bylaws, it was decided to send him a letter regarding his attendance, which Heather Cantos will draft.



- Kim Zavrotny made a motion to send a letter to the Board Member regarding his attendance, availability for Board meetings, and future membership. Cathy Vincenti seconded the motion. It was approved unanimously.

Adjournment

- Board Chair Patricia Scott-Badeker adjourned the meeting at 12:22 pm.

Minutes Compiled and Submitted by Heather Cantos, proxy to Jacob Bennett, Board Secretary.

